

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: October 6, 2017

This is a weekly staff report that is used as a management tool that I thought you might find helpful. The departments are listed in alphabetical order.

City Manager

Reviewed and prepared with staff as follows:

- Staff meeting
- General discussion meetings with Planning Director, Fire Chief, Police Chief, HR Director and Finance Director.
- Final prep work with staff for State of the City event

Spoke to, attended and/or met with:

- Individual agenda review meetings with Mayor Partington, Commissioner Boehm and Commissioner Littleton
- City Commission Healthcare Plan Update Workshop and Commission Meeting
- Team Volusia Executive Committee Meeting
- Phone discussion with Lewis Heaster on various topics
- FCCMA Webinar to retain ICMA credentialing
- Quality of Life Board Meeting
- Held Walk with the Manager in the Bear Creek community
- GFOA project – reviewed budget for Town of North Andover, MA

Community Development

Planning

- The State Department of Economic Opportunity and VGMC have officially informed the Department that the City's Floor Area Ratio amendment to the Comprehensive Plan for the downtown area is approved. The amendment will support increased heights along East Granada Boulevard.

Building Inspections, Permitting & Licensing

- 4 new business tax receipts issued
- 338 inspections
- 109 permits valued at \$2,175,182.00

Development Services

- SPRC met with representatives for Julian's site.
- Projects receiving Building Permits and percent completed are provided in the following table:

Project	% Complete	Comments
146 North Orchard Street	95%	CO contingent upon site completion (landscaping)
783 North US 1	30%	
589 South Yonge Street	20%	

Antares of Ormond Beach	0%	
Bear Creek Bridge	98%	
McDonald's, 1530 North US 1	98%	Construction completed. Waiting on As-built drawings.
McDonald's, 105 Interchange Boulevard	98%	Construction completed. Waiting on As-built drawings.
Pet Street Vet, 240 South Nova Road	20%	
Specialty Surgery Center	99%	
Valiant Diners, Phase 2	40%	
Ormond Renaissance Condo	65%	
Plantation Oaks Phase 1 Utilities	60%	

Economic Development/Airport

Economic Development

- Ormond Crossings
 - Staff meets weekly with the consultants representing Security First Managers office project planned for Tract 18 in the Ormond Crossings Commerce Park. SFM's objective is to begin construction in November of 2017.
 - Site Plan Review Committee has provided comments on the proposed site plan for the Security First Managers headquarters building submittal from Zev Cohen, consulting engineers for Security First Managers. The engineering consultant is working on revisions to the site based on staff comments. The plat plans are expected to be submitted in the next few weeks.
- Airport Business Park
 - Staff is preparing a new Growth Assistance Program application for Concentrated Aloe. The company was delayed in the construction of their new 40,000 square foot manufacturing plant and has requested staff to process its formerly approved Property Tax Reimbursement application.
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff completed the video highlighting this year's happenings for the upcoming State of the City Address scheduled for October 10.
 - Staff met with the Ormond Chamber staff to begin the process of revising and updating the joint City/Chamber "Doing Business in Ormond Beach" resource guide.
 - Staff presented an economic development presentation to the Daytona Beach Area Association of Realtors.
- Prospective Business Attraction/Retention/Expansion
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities.
 - Staff is working with Super Petrel at the Airport and the Chamber of Commerce is planning for an open house event scheduled for October 10 from 4:30-6:30 p.m.

Airport Operation and Development

- Two bid advertisement items for airport projects were presented as part of the agenda for the City Commission meeting on October 3. Bid 2018-04 is for construction services for the Air Traffic Control Tower Parking Lot Rehabilitation Project. Bid 2018-05 is for construction services for the Airport Obstruction Mitigation Project. Both items will be publicly advertised on October 8 for a period of thirty days.

- Staff met with personnel from GAI Consultants, Inc. to review the capital improvement projects set forth in the current airport master plan.
- Staff completed a review of the final draft of the Runway Protection Zone (RPZ) Alternatives Analysis Report prepared by Hoyle, Tanner and Associates. The RPZ Alternatives Analysis Report is an element of the broader Environmental Assessment Project for the plan to extend Runway 8. The RPZ Alternatives Analysis Report completes the environmental assessment, which will be reviewed by the FAA as part of the approval process for the runway extension.
- Volusia County Mosquito Control is expected to conduct additional low altitude applications of insecticide within and just outside of the western city limits this week.
- Work was conducted this week to repair minor storm damage to the streetlight and monument sign lights at the entrance to the airport, and also the lighting systems for the primary wind sock near the intersection of Runway 35 and Taxiway Delta.
- Gate 13 at the airport remains non-operational. The defective component has been ordered and will be installed upon arrival. Hangar Way has been barricaded to prevent motorists from attempting to use the gate.

Finance/Budget/Utility Billing Services/Grants/PIO

Finance

- On-going Projects
 - FEMA reimbursement has been submitted for Hurricane Matthew. Additional project assessment and reimbursement submission will continue.
 - FEMA assessment and project planning for Hurricane Irma is in progress.
 - Phase 2 of the Tyler Munis Enterprise Resource Planning system consisting of Payroll/HR is underway.
- Completed Projects - Weekly
 - Processed 127 Journal Entry Batches.
 - Approved 56 Purchase Requisitions totaling \$1,185,995.47.
 - Issued 11 Purchase Orders totaling \$298,808.19.
 - Prepared 152 Accounts Payable checks totaling \$273,539.20 and 40 Accounts Payable EFT payments totaling \$425,001.96.
 - Issued 482 past due notices on utility accounts.
 - Auto-called 154 utility customers regarding receipt of a past due notice.
 - Processed 330 payments through Interactive Voice Response System totaling \$35,447.33.
 - Grant money fiscal year-to-date total received, \$2.80 million dollars.

Grants/PIO

- Public Information
 - Storm Debris Updates (Daily)
 - Open Gym (October 6, 20, 27)
 - Florida Kopy Kats' 2017 Musical Revue (October 20-22)
 - Florida Licensing on Wheels (October 24)
 - Employee Fall at Wastewater Treatment Plant
- Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - State of the City Video meetings.
 - State of the City event meeting with Chamber staff.
 - Completed Employee Newsletter for October 2017.
 - Completed weekly events calendar ad for Ormond Observer.
 - Work with the printing vendor for the State of the City 2017 publication.
 - Attended weekly staff meeting.

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Attended Volusia County ECHO Grant Mandatory Training.
 - Attended pre-construction meetings for CDBG projects: Cassen and Central Park ADA kayak/canoe launches.

Fire Department

- Weekly Statistics
 - Fires: 3
 - Fire Alarms: 5
 - Hazardous: 11
 - EMS: 95
 - Motor Vehicle Accidents: 11
 - Public Assists: 56
 - TOTAL CALLS: 181
 - Aid provided to other agencies: 19 Calls – Daytona Beach (7), Holly Hill (4), Volusia County (8)
 - Total staff hours provided to other agencies: 14
 - # of overlapping calls: 54
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 1
 - Total EMS patients treated: 83
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 152
- Training Hours
 - NFPA 1001: Firefighting 51
 - NFPA 1002: Driver 7
 - NFPA 1500: Safety/Equipment 11
 - NFPA 1620: Preplanning 22
 - EMT/Paramedic 13
 - TOTAL TRAINING HOURS: 104
- Station Activities
 - Updated 3 pre-fire plans
 - Conducted 40 fire inspections
 - Provided a tour of Station 92 to Riverbend Academy kindergarten class

Human Resources

- Staffing Update
 - Requisitions
 - Maintenance Worker IV (Streets/Public Works)
 - Maintenance Worker II (Streets/Public Works)
- Approved/Active Recruitment
 - Police Officer (Police) open 6-8-17 until filled. Advertised on City web site, governmentjobs.com, and internally.
 - Water Distribution Operator 3, 2, 1, or Trainee open 9-29-17 until 10-13-17. Advertised on City web site, governmentjobs.com, and internally.
 - Office Assistant IV (Support Services) open 9-21-17 until 10-6-17. Advertised on City web site, governmentjobs.com, and internally.
 - Office Assistant II (Records/Police) open 10-3-17 until 10-18-17. Advertised on City web site, governmentjobs.com, and internally.
 - Part Time Community Events Technician (Leisure Services) re-advertised 9-18-17 until 10-20-17. Advertised on City web site, governmentjobs.com, and internally.

- Applications Under Review
 - Maintenance Worker II (Wastewater Collection Reuse/Public Works)
- Background/Reference Checks/Job Offers
 - Police Officer (Police)
 - Neighborhood Improvement Officer (Police)
- Employee Events
 - Skin cancer screening for HSA contributions continues until December 31
 - Employee Appreciation Day will be held on October 18
 - A blood drive will be held at City Hall on October 23
 - A Nationwide representative will be here to meet with employees on November 2
- Risk Management Projects
 - Met with Chamber Net Groups for American Cancer Society/Relay For Life
 - Chamber Leadership 2018 planning meeting
 - Manage liability claims
 - Assist injured employees with workers' compensation process

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Tyler Munis Phase 2 - Human Resources / Payroll. Staff working on configuration parameters.
 - Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms Documentation review.
 - IT Strategic Plan – Draft documentation review.
 - TeleStaff Upgrade – Fire Department staff scheduling system upgrade. Fire Department staff scheduling system upgrade. Staff continues to work with the vendor to verify the data conversion pass.
 - Enterprise Infrastructure
 - iSeries system (HTE Sungard Naviline): None
 - Windows Servers: None
 - Networking System: None
 - Work Orders
 - New: 23
 - Completed: 46
 - In progress: 47
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 47,839
 - Inbound E-Mails Blocked: 26,242
 - Delivered Inbound E-Mails: 21,597
 - Quarantined Messages: 269
 - Percentage Good Email: 45.1%
 - Virus E-Mails Blocked: 3
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 5
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 15
 - Information Requests from External Organizations: 5

- CIP Related Projects (pavement management, project tracking map): 0
- Reclaim Connections Located this week: 25: Total in system = 1,456
- Meters GPS Located this week: 0: Total in system = 23,460; 22,717 potable, 732 Irrigation, 11 Effluent

Leisure Services

Administration

- Public Works Meeting
- City Managers Meeting
- Janitorial Services Meeting
- Met with Landscape Contractor for Weekly Updates
- Park Visits

Contract Manager – Grounds and Athletic Maintenance

- Operations meeting with Grounds Maintenance account manager
- Operations meeting with Athletic Maintenance account manager
- Public Works meeting
- Site inspections of Grounds Maintenance service areas
- Site inspections of Athletic Maintenance service areas
- Site visits with account managers
- Conduct over-site of enhancement, trimming, install and application projects
- Follow-up to concerns, issues and questions within scope of work
- Weekly administrative assignments and activities

Environmental Discovery Center

- Social media updates
- City website updates
- City Calendar updates
- Community Garden updates
- Scheduled Volunteers for weekend hours
- Saturday Series– Archaeology Works Bones class held Saturday from 10am-11am

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at 1 pm at the Sports Complex.
- Lady Renegades Girls Softball practice Tuesday and Thursday from 6 pm to around 8 pm at the Sports Complex, Softball Quads.
- Ormond Beach Girls Softball 12's, 14's & 16's are holding practice Monday-Thursday from 6 pm to around 8 pm at the Sports Complex, Kiwanis Fields and Wendelstedt #2 or #3, as well as Nova #3-#5
- Ormond Beach Soccer Club Competitive practiced Monday, Tuesday, Wednesday & Thursday at 6 pm at the Sports Complex Soccer Fields.
- Ormond Beach PRIDE Football practices Monday-Thursday from 6 pm to around 8 pm at the Sports Complex MP Fields #11 & #12
- City Youth Flag Football continued practices this week, M – F at 5:45 & 7 pm. These will run for 3 weeks, with games now starting Oct. 9th
- OBYBSA Recreational Baseball & Softball continued practices this week at Nova & the Quad at the Sports Complex
- SHS Fall Season practices on Monday nights & has games on Wednesday nights at the Sports Complex, Wendelstedt Fields
- Youth Volleyball is starting Week 3 of their Fall Program. Currently, there are 50 signed up, our highest number of signups for the fall ever!
- Adult Volleyball has started on Thursday nights from 6:45 to 8:15 pm at Nova Gym. Currently, 15 to 18 players have been coming out to play.
- USSSA Baseball hosted a tournament at the Sports Complex & Nova Fields on Saturday & Sunday

- Ormond Beach PRIDE Football has Home Games at Championship Field #7 at the Sports Complex
- Lady Renegades hosted a tournament at the Sports Complex on Saturday & Sunday at the Softball Quad
- OBSC held Soccer Games at the Sports Complex on Saturday & Sunday

Athletic Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned skateboard park
- Cleaned handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Cleaned all sports parks daily of debris/trash from the events during the week
- Painted 17 soccer fields/3 football fields/2 flag football fields/13 baseball & softball foul lines/soccer parking lot/5 soccer fields at South Ormond
- Put up batters eye screens on W 1, 2, & 3
- Repaired/added clay to mounds at Wendelstedt Fields
- Roto-tilled and smoothed out Osceola fields
- Replaced 2 home plates at Nova fields
- Cut out around the mound on Nova 3
- Dug out area around gate to field at South Ormond
- Installed new nets on soccer goals
- Set up for soccer games & football games this week

Senior Center

- Tomoka Duplicate Bridge was held on Saturday from 11:00 am to 5:00 pm
- Granada Square Dance was held on Tuesday from 6:30 pm to 9:00 pm

Performing Arts Center

- Ormond Church was held on Sunday from 8:30 am to 12:30 pm
- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: CMT held regular classes. Kopy Kats held regular classes.
 - Tuesday: CMT held regular classes.
 - Wednesday: CMT held regular classes. Follies held regular classes.
 - Thursday: CMT held regular classes. Kopy Kats held regular classes.
 - Friday: CMT held regular classes.
- The Performing Arts Center will host the NGA Bodybuilding Competition, Saturday 10:00 am to 6:00 pm

South Ormond Neighborhood Center

- Splash pad open through November 30
- Open park and playground sunrise to 11pm daily
- Fitness room
- Open gym
- Basketball practice Tuesday/Thursday

Community Events

- Weekly administrative tasks, office work, meetings, and activities
- Assisted in the planning of 2017 Senior Games tasks
- Attended weekly one-on-one meeting, and staff meeting
- Preliminary planning activities for the following upcoming events:
 - Senior Games Kick Off Luncheon
 - Veterans Day
 - Holiday Concert
 - Santa on the Go, Letters to Santa

- Home for the Holidays Parade
- Breakfast with Santa
- Tasks and assignments for the “State of the City Luncheon” and “Employee Appreciation Day”
- Research and preliminary planning for a 1 day craft fair in the fall of 2018

Gymnastics

- October session in progress
- Registration is still open for October/November session
- Trial classes are being offered to attract new students

Nova Community Center and Special Populations

- FitGyms conducted their personal training and tennis lessons.
- Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
- Open play took place various times during the week for those who participated in basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise continued to meet at various times throughout the week.
- Ms. Debby’s Dance and Acting classes continued with various classes that are offered throughout the week.
- Coed Volleyball continues its fall season and met at various days throughout the season.
- Adult Volleyball met on Thursday.
- Open Play on Saturday from 9:00 am-9:00 pm and on Sunday from 1:00 pm-5:30 pm
- Special Populations programs started this week. The 5K Wanderers met Tuesday and the Lunch Bunch Club and Explore the Arts met Wednesday.

The Casements

- A wedding ceremony was held on Saturday from 2:00 p.m. to 6:00 p.m. on the North Lawn.
- Missing Peace church group met on Sunday from 10:30 a.m. to noon at Bailey Riverbridge.
- A wedding ceremony and reception were held on Saturday from 12:00 p.m. to 9:30 p.m. on the North Lawn and inside The Casements.
- Guild tours were given on the hour Monday through Friday with the first tour at 10:00 a.m. and the last tour at 3:00 p.m. Saturday tours were given at 10:00 a.m. and 11:00 a.m.
- Pilates classes met Monday through Friday at The Casements.
- Ormond Beach Art Guild hung their artwork on Monday from 9:30 a.m. to 1:30 p.m. in The Casements’ gallery and will hold their opening reception this evening from 5:30 p.m. to 7:00 p.m.
- The Casements Guild Crafters met on Monday from 11:30 a.m. to 3:30 p.m. in Room 203.
- Yoga class met on Tuesday morning at The Casements.
- The Casements Guild held a Gala meeting on Tuesday from 10:00 a.m. to 11:30 a.m. in Room 203.
- Docents gave a special tour of The Casements to a church group on Tuesday from 11:00 a.m. to 1:00 p.m.
- Ormond Beach Garden Club held their monthly meeting on Wednesday from 9:00 a.m. to noon in The Casements’ gallery.
- Lohman’s Healing Path Workshop met on Wednesday from 2:00 p.m. to 4:30 p.m. in Room 205.
- All Natural Cooking Class met on Wednesday from 4:30 p.m. to 7:30 p.m. in The Casements’ kitchen.
- Zumba class met on Thursday at Bailey Riverbridge.
- A Gaslight Parade meeting was held on Thursday from 3:00 p.m. to 4:00 p.m. at The Casements.
- Movies on the Halifax will show Hocus Pocus this evening at 7:15 p.m. in Rockefeller Gardens. Realty Pros Assured is sponsoring the event; they will provide free food, drinks, candy, and a Trunk-or-Treat on the lawn. Staff will be assisting from 5:00 p.m. to 10:00 p.m.

Parks Maintenance

- City wide Inspections of Parks
- Inspections of Pavilions for posted reservations
- Posted reservations at Pavilions

- Inspections of all Park for Hurricane damage
- Rockefeller Garden: Removed partial boat ramp and secured loose 24' X 24' sq, cap
- Magic Forest Park: Made fence railing repairs
- Continued cleaning up parks from Hurricane Irma
- South Ormond Neighborhood Center: Cleaned off metal roof on walkway area

Building Maintenance

- Daily preventative maintenance of City owned vehicles
- Weekly lighting inspection of airfield runways, taxiways and signage
- Weekly inspection of D.O.T. & facility lighting at various City locations
- Monthly PM of City owned electronic gates
- Contacted various contractors regarding upcoming jobs
- Repaired a/c unit at the Police Department
- Repaired the east sally port video camera box
- Assembled numerous new chairs for the Police Department
- Installed new dry erase boards at the Police Department
- Replaced and repaired ceiling tiles and light lenses at Fire Station #93
- Replaced soffit at Fire Station #94
- Repaired the hand crank storm shutters at Fire Station #94
- Replaced the lightbulb in Bay 2 of the gymnastic facility
- Repaired the broken cable on the gym divider at the gymnastics facility
- Repaired door sweep at Osceola Park
- Repaired panic bar in gym at South Ormond Neighborhood Center
- Cleaned AWOS lenses at the airport
- Repaired the vacuum by fuel island at Fleet
- Ordered replacement ceiling tiles for Public Works Training Room
- Continued Hurricane Irma storm repair work citywide
- Inspection of the water wheel and sump pumps at The Casements
- Weekly maintenance of fountains at PAC, Bailey's, Arroyo, Riviera, Hospital Park, Fortunato, Bailey's and City Hall

Police Department

Administrative Services

- Hosted Weekly Staff Meeting.
- Chief Godfrey conducted interviews with potential police candidates.
- Staff attended recruitment events at Daytona State College.
- Staff hosted an Awards Committee meeting.
- Staff met with Melissa Potts regarding a Wanderer Program.
- Staff attended a meeting with "Pro-Tec" concerning the Criminal Investigations Unit.
- Staff attended the Volusia Flagler Police Chief's Association meeting that was held in Daytona Beach.
- Staff attended the City Manager's staff meeting.
- Staff attended the City Commission meeting.

Community Outreach

- Nine (9) members of the Youth Director's Council attended the State of Florida Association of Police Athletic/Activities Leagues Regional Youth Directors training on Saturday, September 30, in Cocoa Beach, Florida. Participants strengthened skills in the areas of team leadership and public speaking. Two Ormond Beach PAL youths were selected to join the Youth Advisory Council and will attend additional leadership training. YDC members brought 6 bags and 2 large boxes of non-perishable foods, pet food and toiletries to the meeting, which were distributed to youths and families who are a part of Key West PAL.
- *Tutors R Us* began Monday, September 18. Last week 17 youths attended the one-on-one tutoring offered Monday through Thursday after school at the South Ormond Neighborhood Center. The eight week program continues through the week of November 6.

- *Science on Patrol* at Ormond Beach Elementary and Ormond Beach Middle School are tentatively scheduled to resume the week of October 9.
- The next session of *Reading with a Cop* was held at the Ormond Beach Library on Wednesday October 4 at 3:30 p.m. Captain Roos was the guest reader.
- *Golfing for Youth*, the Annual OBPAL golf tournament fundraiser will be held November 4 at Riverbend Golf and Country Club. Participant applications and sponsorship requests are ongoing. The last date to register for participation in the tournament is Tuesday, October 27. This is the 20th year of the OBPAL Golf Tournament.

Community Services & Animal Control

- Animal Calls responded to: 41
- Animal Reports: 3
- Animals to Human Society: 1
- Animal Citation: 1
- Animals Reclaimed: 2

Criminal Investigations

- Cases Assigned: 29
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 5
- Inactive: 10
- Fraud: 6
- Burglary Residential: 2
- Burglary Business: 2
- Larceny Carbreak: 5
- Grand Theft: 6
- Auto Theft: 2
- Missing Persons: 1
- Robbery: 1
- Police Information: 2

Records

- Walk - Ins / Window 84
- Phone Calls 76
- Arrest / NTA'S 22
- Citations Issued 88
- Citations Entered 00
- Reports Generated 143
- Reports Entered 100
- Mail / Faxes / Request 24

Patrol

- Total Calls: 1,241
- Total Traffic Stops: 115

Operations

Crime Opportunity Report Forms: 47

- 09/27/17
 - Battery Domestic Violence Arrest, 6 Cherokee Trail. Juvenile arrested for battering a family member.
 - Resisting without Violence Arrests, 1 Larisa Terrace. Subjects contacted after hiding from officers who responded to a disturbance.
 - Violation of Probation Arrest, 1 Larisa Terrace. Subject contacted and found to be in violation of probation terms.
 - Burglary Residence, 25 Byron Ellinor Drive #A. Entry made through unlocked bedroom window. Electronics, two guitars and personal items taken.

- Warrant Arrest, 44 Cumberland Avenue. Officers contacted a subject who was found to have two open warrants.
- 09/28/17
 - Motor Vehicle Theft, 1657 North United States Highway One (Loves Truck Stop.) Semi tractor and trailer were stolen.
 - Motor Vehicle Theft, 1622 North United States Highway One (Burger King.) Vehicle taken out of the parking lot overnight.
 - Theft, 598 Pineland Trail (Cattfish Lake.) Wallet, Identification, and a phone were taken.
 - Warrant Arrest, 18 Cliffside Drive. Subject contacted and found to have an open warrant.
 - Warrant Arrest, 602 Clove Lane. Subject contacted and found to have an open warrant.
 - Burglary Business, 100 Hollow Branch Crossing (Tymber Creek Home Owner's Association.) Forced entry into the inside closet of the pool house, electronics were taken.
- 09/29/17
 - Larceny, 170 North Center Street (Coquina Center). The Director of Nursing advised narcotics were missing from the facility.
 - Armed Robbery, 1521 West Granada Boulevard (Walmart.) Subject attempted to purchase a television from another in the parking lot. After monies were exchanged, the subject displayed a firearm and left with the money and the television.
 - Warrant Arrest, 1614 North United States Highway One. Subject contacted and found to have an open warrant.
 - Warrant Arrest, 1614 North United States Highway One. Subject contacted and found to have an open warrant.
 - Burglary Residence, 234 Deer Lake Circle. Entry was made through a window of the home, electronics, jewelry and computers were taken.
- 09/30/17
 - Battery Domestic Violence Arrest, 154 Rockefeller Drive. Subject was arrested for punching his live-in pregnant girlfriend in the stomach.
 - Driving Under the Influence Arrest, 215 South Atlantic Avenue. Subject crashed his vehicle into The Outrigger sign in front of the business and also hit a water main pipe and a parked truck.
- 10/01/17
 - Carbreak, 1513 San Marco Drive #103 (San Marco Apartments.) Front window was smashed open and a safe that was chained to the driver seat was missing.
 - Robbery, 520 South Center Street. Subjects at this location were involved in a disturbance where one was choked and others were threatened with a firearm.
 - Dealing in Stolen Property Arrest, 1521 West Granada Boulevard (Walmart.) Subject contacted after dealing in stolen property.
- 10/02/17
 - Carbreak, 807 Cordova Avenue. Unlocked vehicle entered, nothing missing.
 - Grand Theft Arrest, 1521 West Granada Boulevard (Walmart), Employee stole \$340 cash out of the cash drawer over two days last month.
 - Shoplifting, 1340 West Granada Boulevard (Lowe's.) Dyson vacuum stolen.
 - Theft, 124 Putting Green Lane. Lantern stolen overnight.
 - Carbreak, 71 Cardinal Drive #A, Unlocked vehicle entered, sunglasses, and other items stolen.
 - Carbreak, 351 Andrews Street (City Leisure Services.) Damage to inside of vehicle and tool box stolen.
 - Warrant Arrest, 64 North Capri Drive. Subject found to be in violation of his curfew and have an open warrant.
 - Stolen Vehicle, 1208 Northside Drive. Vehicle loaned out to a family member who failed to return it.
- 10/03/17
 - Burglary Business, 275 South Yonge Street (T&M Floors), Forced entry to the rear door causing damage, cash stolen out of the register.

- Burglary Business, 348 North Nova Road (La Fiesta.) Alcohol taken out of the back storage room overnight.
- Traffic Arrest, 1520 West Granada Boulevard (Shell Station.) Subject contacted during a traffic stop and found to be driving while license was revoked.
- Battery Domestic Violence Arrest, 640 North Nova Road #313. Subject contacted after battering his live in girlfriend.
- Warrant Arrest, 1567 North United States Highway One. Subject contacted and found to have open warrants.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 83
 - Number of Uniform Traffic Citations Issued: 78
 - Number of Written Warnings Issued: 16
- Traffic Crash Reports
 - Number of Crashes without Injuries: 12
 - Number of Crashes with Injuries: 3

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 1 Case initiated
- Zone 2: 3 Cases initiated
- Zone 3: 0 Cases initiated
- Zone 4: 2 Cases initiated
- 8 signs have either been removed or sign cases created.
- 10 tree removal permit requests.
- Administrative staff assisted with one (1) walk-in and ninety-two (92) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Police Department Sally Port – The work is complete except for final painting.
 - South Peninsula Reclaimed Expansion – The Contractor has completed installation of all pipes on South Halifax Drive, and is finalizing the pressure testing, and connection of these pipes.
 - CDBG 2017 Trail & Sidewalk – The Contractor is working in Central Park grading, forming, and pouring the concrete trail. The project is 70% complete.
 - Ph III 2-Inch Water Main Replacement – Peninsula – Hurricane debris in the work areas is delaying project start. Final preparations are taking place to begin the project.
 - Ph III 2-Inch Water Main Replacement – Mainland – Hurricane debris in the work areas is delaying project start. Mobilization will begin as soon as debris is removed.
 - CDBG - Huguenot Park – The layout was approved by staff and the Contractor was given permission to begin after the hurricane.
 - Sandpiper Lane Drainage Improvements – Contracts are being finally executed by the City, and a pre-construction meeting has been scheduled for October 11.
 - Ormond Sports Complex Field 9/10 Lighting – Contractor is working up a schedule and material submittal package.
 - Design Projects:
 - Ormond Crossings Utility Extensions – CC approved a request for a Work Authorization for design services associated with extending utilities to serve the first development project of Ormond Crossings. Consultant has submitted permits to FEC RR and Volusia County, and City SPRC.

- West Ormond Community Center – Staff had a meeting to review the first draft report with the Consultant. A revised draft has been submitted which will be reviewed by staff.
- WTP Sludge Residuals Facility Improvements – Received the pilot test report for dewatering the lime sludge through the Andritz Screw press and results were not as favorable as those of the centrifuge. As such, staff is recommending going with the same centrifuge that is going in at the WWTP.
- Cassen Park Public Dock – Staff received notice of FIND grant awards for this year. The City had requested \$422,439 from FIND and was awarded \$200,000. This leaves \$644,878 of the construction cost estimate of \$844,878 needing to be funded. Finance has identified approximately \$400,000 as being available in the TIF reserves. An option may be to delete the breakwater from the project which would reduce the project cost by around \$200,000 and thus result in the project being constructed through the use of the TIF reserves. Staff will look into this and other options and make a recommendation for CC approval.
- WWTP Sludge Dewatering Improvements – Staff received a preliminary design report that compared centrifuge technology to screw press technology for dewatering sludge at the WWTP. Based on the report it was decided that centrifuges provided more flow and were best suited for operation at the WWTP. The consultant is proceeding with final design.
- Effluent Outfall Replacement – One bid was received for the project. Staff will be placing this on the October 17th CC agenda for award of the bid.
- Forest Hills Connector Trail – City Staff is making final modifications based on FDOT comments to plans and specifications.
- CDBG (canoe kayak launches) – Staff is reviewing written proposals for the installation of the stored materials.
- Downtown Stormwater Phase 2 – Consultant has revised landscape and hardscape plans, per review by City staff and Ormond Mainstreet.
- Fleming Ave Stormdrain Improvements – FEMA is reviewing the HMGP grant application.
- Wilmette Avenue Pumping – Staff has submitted a FEMA HMGP grant for this project as Tier 1 funding is available following the disaster declaration for Hurricane Matthew. The Volusia County Local Mitigation Strategy has included this project on their priority list for FEMA funding.
- Laurel Creek Stream Gauges – Staff is working with a stream gauge supplier to prepare a scope of needs and proposal to monitor Laurel Creek and the Central Park Lakes at five locations.
- Cassen Park Improvements (Paving and Restroom Replacement) – All site survey work has been completed. The project Engineer and Architect are working on preliminary designs for staff approval.
- Rockefeller Gardens Stage Shade Cover - Conceptual design is being finalized for City Commission review.
- OBSC Improvements – Field 3 Lighting – Staff is working with the Consultant on final plans for bidding, grant submission, and FAA review of pole height and location.
- OBSC Improvements – Championship Field 7 – Staff is working with the Consultant on final plans for bidding and grant submission.
- North US1 Landscaping Ph II – Staff is reviewing the bids that were opened on 9/20.
- Water Plant Upgrades – The Consultants has nearly completed the preliminary design memo recommending proposed equipment.
- Secondary Raw Water Main – The survey preparation is ongoing. Staff will be meeting with Legal to discuss the right-of-way and easements.
- Wastewater Plant Influent Pump Station – Staff has requested that the Consulting Engineers coordinate with FPL on resolving the electrical issues at the WWTP.
- Tomoka Elementary Connector Sidewalk – Staff is preparing an RFQ for review by FDOT to engage design services for this project.
- Williamson Blvd Pedestrian Improvements. - Staff is preparing an RFQ for review by FDOT to engage design services for this project.

- Departmental Activities
 - Reviewed weekly SWMP and Fence Permits through the ProjectDOX system.
 - Reviewed plans and created multiple approved Work-in-the-Right-of-Way permits for 49-51 Canterbury Woods Drive, and 217-221 Chelsea Place Avenue directional bores, per Brighthouse request.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permits for Vining Court directional Bore and 787 Sterthaus Drive directional bore, per AT&T request.
 - Researched and provided information on multi-family dock requirements for 84 South Beach Street dock replacement, per apartment building owner's request.
 - Researched and provided City Utility information for SR40 (between Tymber Creek Road and Hunters Ridge Subdivision), per Consultant's (Mckim & Creed) request.
 - Began sketch and legal description for 2146 John Anderson Drive annexation, per Planning Department request.
 - Updated the construction drawing plan set to reflect current FDOT comments, and created exhibit map, and line & curve table sheet, for proposed Forest Hills Connector Sidewalk.
 - Prepared Hurricane Damage Assessment Books for future storm assessments.
 - Prepared plan set for OBMA Air Traffic Control Tower Parking Lot Rehabilitation project.
 - Prepared Bait House/Restroom exhibit map for Cassen Park reconstruction project.
 - Submitted FAA applications for the Sports Lighting at OBSC, per Project Manager's request.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Asphalt patch on John Anderson Dr
- Asphalt patch cut 3'x4' on S Orchard St
- FDOT sidewalk repair on S US1
- Asphalt patch 4'x8' on Surfside Dr
- Filled potholes on Pineland Trl

Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps citywide
- Removed fallen oak tree on Lakebluff Dr; low limbs & tree on r-o-w on Arbor Dr; and tree on Ridgewood Ave
- Removed several trees off of sidewalk at Division Ave & Center St
- Trimming at The Casements

Maintenance

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Blew debris off walks at City Hall complex
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the city, on DOT roads, at Orchard and Wilmette and on the Granada Bridge
- Weed control on streetscape and FDOT areas
- Assisted debris pick-up trucks on John Anderson Dr, between N Halifax Dr & SR40

Sign Shop

Repaired, replaced or installed signs at the following locations and other jobs:

- Citywide locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations

- Straighten and replace damaged signs citywide

Stormwater Maintenance

- Pond maintenance city wide
- Pipe inspection on Dormont Dr and John Anderson Dr
- Carp gate/pump stations inspected
- Locates citywide
- Basins inspected/cleaned citywide
- Sprayed weeds citywide
- Ditch maintenance on Northbrook Dr
- Investigate complaints citywide
- Flagging for debris pick up on John Anderson Dr
- Pond maintenance on Mainsail Dr
- Ditch maintenance citywide

Vactor

- Fleet

Mowing

- Reachout on SR40, Arroyo Parkway

Street Sweeping/Streetsweeper (2.5 days – sweeper down)

- 60 miles of road cleaned
- 35 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week:
- PM Services completed for the week
 - Emergency Vehicles and Equipment:
 - Non-Emergency Vehicles and Equipment:
- Road Calls for the week:
- Quick Fleet Facts:
 - Fuel on hand: X gallons unleaded, X gallons diesel
 - Fuel used in one week: X gallons of unleaded and X gallons of diesel.
 - Fleet completed X work orders this week.

Utilities

- Projects Summary
 - Breakaway Utilities Yard Electrical & Pump Upgrades – Additional budget information was requested from Finance to obtain a bid number.
 - Clyde Morris Boulevard Manhole 10999 Rehabilitation – Volusia County was informed of the October 12th construction date. Contractor was sent the permit plans showing the required manhole ring and cover installation requirements.
 - Lift Station 10M & 12M Rehabilitation: Preconstruction meeting minutes were prepared by the consultant for review.
 - Pretreatment Effluent Pump (PEP) Purchase – Obtained pump information for providing pump selection choices in the specifications.
 - Sanitary Sewer Piping Video Investigation & Engineering Report Project – A review meeting is scheduled for October 11, 2017.
 - Sodium Bisulfite Tank Replacement – Information was requested from the low bidder to complete the evaluation. Completed the review of the low bidder and prepared an award recommendation memo for review.

- Elevated Storage Tank Repairs & Maintenance – A meeting was held with a vendor to discuss options for rehabilitating the elevated storage tank at the water plant. The tank is quite deteriorated and will cost more than the budget for rehabilitation.
- Water Plant Aerator Housing Rehabilitation (CIP) – The vendor visited the plant and identified the source of tank leakage. Corrections were made and the project was completed.
- Water Plant Upgrades (Lime Slaker & Chlorine Generator) – Consultant is preparing plans and recommendations for equipment manufacturers.
- WWTP Influent Pump Station VFD Replacement – FPL is coordinating with the consultant on potential options.
- Utilities SCADA Upgrades – The final draft of the Request for Proposals (RFP) for software selection and purchase was prepared. Documents are scheduled for City Commission review on October 17.
- 2627 John Anderson Drive – Drawings were prepared for a Volusia County Use Permit for a new water service installation. The permit application was prepared and sent for execution.
- Coordinating of information report associated with N. Peninsula Septic to Sewer subject.
- Utilities and Engineering Divisions reviewing model results from consultant for N. US Hwy 1 water distribution system improvement project.
- SPRC Projects (Utilities Review)
 - Edgewell Fire System – water distribution crews confirmed during site visit and test that one private hydrant is connected to the City's water system, all other private hydrants are connected to the private fire pump system.
 - 100 N Halifax: Revised plans were received for review.
 - Kingston Shores – Request for water main clearance forms were processed and are being returned to the design engineer.
 - Launch FCU – 240 Williamson Boulevard: Received revised plans for review.
 - Ormond Beach Medical Center – 1245 W Granada Blvd: FDEP Wastewater Collection System Permit received.
 - Security First – Met with engineer to discuss plan comments and fire flow requirements.
 - Spinnaker Condominiums – FDOT permit received for force main connection on A1A.
 - WaWa – 600 W Granada Boulevard: Received revised plans for review.
 - 1003 and 1385 North US 1 Special Exception – Received items for review.

Water Treatment

- Delivered 37.76 million gallons for the week ending September 29, 2017 (5.41 MGD).
- Backwashed 10 filters for a total of 439,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through September 30, 2017 @ 6.265 MGD, SJRWMD 2017 allocation @ 7.321 MGD.
- Produced & hauled 175.5 wet tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 37.25 Million Gallons.
- Influent flows average for week @ 5.32 MGD, plant designed for 8 MGD.
- Produced 23.59 Million Gallons of Reuse.
- Produced 13.66 Million Gallons of Surface Water Discharge.
- Annual Average (Sept 01, 2016 – Aug 31, 2017) for Surface Water Discharge 1.10 MGD.
- Hauled 116.70 tons of dewatered residual solids (14%-18% Solids).

Water Distribution

- Responded to and/or repaired 16 water service leaks.
- Replaced or repaired 15 water meter boxes.
- Replaced 8 malfunctioning water meters.
- Replaced 5 water services or meter assemblies due to low flow or leaks.
- Responded to 20 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Performed pressure testing on 10 city owned backflow devices.

- Installed 2" casing and new water service for 45 Raintree Lane.
- Performed pressure testing of 5 city owned backflow preventers.
- Performed accuracy testing on a 3" commercial water meter, tested inaccurate and rebuilt. Schedule multiple commercial meters for testing
- Located 2 residential water services for customer/plumber use.
- Performed preventative maintenance activities on 17 fire hydrants in Hunters Ridge.
- Repaired a 2" GSP WM on Surfside Dr. and an 8" AC WM on John Anderson Dr.
- Performed valve maintenance activities on 11 valves for scheduled and unscheduled water main outage activity. Raised a low fire hydrant on Blue Heron Lake Dr.
- Located and prepared 35 valves in the Trails subdivision for leak detection activities.
- Rescinded all outstanding boil water notices.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 130 regular and 5 emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 11 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 3 in the conventional system service area. Responded to 2 reuse trouble call.
- 2 additional broken PEP tanks have been discovered bringing the total to 17
- Replaced broken back lid at 80 Deep Woods
- Finished cleanup work associated with 5 Coquina Ridge Way tank replacement.
- Rewired 4 PEP systems
- Checked force main pressure on Ocean Shore Blvd. AM/PM Spanish Waters 6/6 psi, Ocean Mist Hotel 5/5 psi, Ormond Mall 0/0 psi.
- Low pressure sewer gauge readings: AM/PM Foxhunters Flat (4 inch) 11/10 psi, Westland Run 10/16 psi & Shadow Crossing Blvd. (4 inch) 8/8 psi.

Wastewater Plant – Lift Stations

- Assisted Operations with set up of 4" Thompson Diesel pump for tank cleaning, ok.
- Halifax Medical Center, force main pressures,
- Static = 0psi; 1 pump running = 6psi; 2 pumps running = 8psi
- VGO, 8M1, 3M, 7P - Power Supply not functional, replaced with shelf inventory, ok.
- All Lift Stations, test all generator connections and document condition, repair as needed, ok.
- Influent Room, oversee transfer of pump positioning status, ok.
- McDonalds, weekly odor control and wet well cleaning.
- WIN911 monitor/response: Walmart, high level, found #1 pump running and no high level, found #2 pump tripped at motor starter, reset motor starter, found loose wire at "B" leg re-attached wire, ok; 4M, high level, both pump VFDs showing phase loss fault, rebooted VFDs, pumps now running in automatic, ok; 9M, high level, found controller nonresponsive, replaced with Duplexer, ok.
- SCADA monitor/response: Ormond Mall, no starts #2, connection at motor starter loose cause of tripping at the motor starter, repaired connection, ok; Chelsea Place #2, HOMAC, high starts, clean probe, ok; 12M, no starts #2, parts ordered, station ok at this time; Airport Business Park, Bear Creek, Walmart, no starts #1, pump controller not set correctly will monitor; Shadow Crossings, high starts, clean & degrease probe, ok.
- Weekly Plant PM's: Grit Snail; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Digester Blowers, #1, #2, #3; Bar Screens, #1, #2.
- Lift Station PM's: 28 monthly performed and 0 annual.
- 64 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slaker building; replaced feed tube at slurry pump #1, ok.
- Well 40R, not responding, control transformer had blown primary fuse, replaced, ok.
- Standish, Tomoka State Park, Riverview, Granada Booster Station, operational check, Riverview Booster Station, adjusted floats for sump pumps, ok.
- Vegetation control, Breakaway Trails 2, 3, 4, Rima Wells 39, 40, 41.
- Splitter Box, Buried 4" wash down line, assisted Distribution crew with repairs.

- Lime Sludge Pump #1 issues with VFD, rewired and changed VFD settings, ok.
- Lime Sludge Thickener wet well, changed precision digital to call for pumps as labeled in control panel, ok.
- Monthly Well PM's: Breakaway Trails 2, 3, 4; all Hudson Wells.
- Monthly PM's: All High Service pumps; Aerator pumps 1, 2, 3; Aerator Blowers 1,2; LPRO Trains and Pumps 1, 2, 3, 4.

- Wastewater Collection/Treatment/ Disposal Regulatory Activities
 - Monitoring Sewer Collection System – Staff is sampling efforts again to monitor specific sections of the collection system. Recent data as continued to reveal high levels of contaminants in the collection system. Staff is narrowing the search to specific contributors.
 - FDEP Local Limits Evaluation – Staff is reevaluating the analytical data from the Local Limits sampling event per the FDEP request for additional information. Staff is utilizing the FDEP LLIDS software program to assist in determining if the current limits are protective of the WWTF. The Local Limits are an important factor in protecting the WWTF from potentially harmful contaminants.

- Water Supply/Treatment and Distribution System Regulatory Activities
 - Total Coliform Sampling Plan – Staff is updating the plan at the request of the FDOH to ensure compliance with Revised Total Coliform Rule. The update will provide assurance that the current public water system sampling location list is accurate. Over 60 total coliform samples are collected monthly throughout the service area.
 - Lead and Copper Triennial Report – Staff submitted a draft letter to the Volusia County Health Department for review. Once approved, the letter will be mailed to each of the residents who collected samples from their homes for this study informing them of their individual results. The report affirms the systems corrosion control efforts. All of the results were below the EPA action level.

Support Services/City Clerk

In addition to routine departmental activities such as public records requests, updating insurance information for City contracts, maintaining the City website, records management, document imaging, proclamations, assisting citizens and directing calls at City Hall, phone requests/repairs, and research projects; the following activities are underway or have been completed:

- City Clerk attended weekly City Manager Staff Meeting
- City Clerk attended weekly meeting with Acting Assistant City Manager
- Staff attended and provided support for October 3, 2017, Healthcare Plan Update Workshop and City Commission meeting
- Staff attended and provided support for October 5, 2017, Quality of Life Advisory Board meeting
- Agenda packet preparation for October 17, 2017, City Commission meeting